

1. Application Date April 3, 1973		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY 8 1973 73-342 MAY 11 1973	
2. Agency Application No. 114		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Plant Industry Division-Feed, Fertilizer & Grain Unit 19 Hunter Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Cecil Spooner <i>CPS</i>	
				5. Working Title Div. Director	
7. ACTION REQUESTED					
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1970 - to Date		9. Exact Series Title PERMANENT FERTILIZER REGISTRATION FILES			
10. What is the function of the office in which this record series is created? <p>The Plant Industry Division is responsible for supervising and regulating the Plant Industry in Georgia. It seeks to control and eradicate certain diseases and insects within the Plant Industry. The Division promulgates and administers the rules and regulations pertaining to laws passed by the General Assembly designed to regulate the fertilizer, feed, seed, pesticide, grain, nursery, apiary, and other plant industries doing business within Georgia.</p>					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). <p style="text-align: center;"><i>Permanent</i></p> <p>Documents relating to registration of Commercial Fertilizer offered for sale in <i>Georgia</i></p> <p>Included are: Form No. AG14002013 (Application for Registration of Commercial Fertilizer) which provides the identify of registrant and the description of his products, <i>and samples of product tags and labels.</i></p> <p>File is arranged alphabetically by Company Name.</p>					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	No. of Drawers Cu. Ft. of Records	
Letter-size File Drawers		3	4	ANNUAL RATE OF ACCUMULATION 1/3	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s) This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES 20 3 1 1	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept Indefinite years:

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Under the Georgia Plant Food Act of 1970, licensed is permanent unless revoked by the Commissioner of Agriculture or withdrawn or amended by registrant.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER See below!, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

voluntarily terminated,

Hold registration in active files until/revoked or withdrawn, then, withdraw folder from active files and place in the inactive files. Cut off inactive files at end of each calendar year; hold in current files 1 year, then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES		DATE
<i>Ellis D. Sikes</i>	4/3/73			
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<i>Ellis D. Sikes</i>		4/3/73
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	State Auditor/Designee	<i>William M. Dixon</i>		5-9-73
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	Secretary of State/Designee	<i>Carroll Ford</i>		5-7-73
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	Attorney General/Designee	<i>W. J. Shell</i>		5-14-73
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			

STATE RECORDS COMMITTEE